

# COMMUNITY OUTREACH LIAISON

(Department of City Development - NIDC)

**PURPOSE:** The Community Outreach Liaison is responsible for leading and coordinating the efforts of the Community Outreach Program on behalf of the Neighborhood Improvement Development Commission (NIDC). This is a public relations position that requires effective community outreach efforts and an ability to work with and lead targeted families and diverse populations.

**ESSENTIAL FUNCTIONS:**

- Integrate community outreach activities into housing and economic development programs and activities including representing current DCD department efforts at community meetings and events.
- Facilitate partnerships among schools, community organizations, businesses, lenders, real-estate industries, foundations, and others.
- Identify, train, and support Targeted Investment Neighborhood (TIN) Coordinators.
- Work with TIN Coordinators on the identification of job-related issues and on strategic development.
- Act as a Liaison between community groups, residents, city services, and departments.
- Make personal contacts in the community to identify, empower and train neighborhood leaders who will be responsible for addressing neighborhood challenges and implementing improvement projects.
- Work with community based organizations to enhance resident involvement in targeted neighborhoods.
- Provide research and technical assistance to participating neighborhoods.
- Assist with fundraising efforts and grant writing under the direction of the Housing Program Director.
- Complete reports relating to department goals and objectives.
- Perform other job-related tasks as assigned.

**MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in Public Administration, Public Relations, Communications or other closely related field from an accredited college or university.
2. Two years of experience in community development performing duties closely related to this position.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.
4. Valid driver's license at time of appointment and throughout employment **AND** availability of a properly insured vehicle.

**Note: Equivalent combinations of experience and education may also be considered**

**PREFERRED QUALIFICATIONS:**

- Proficiency with a second language such as Spanish or Hmong is desirable.

**KNOWLEDGE, SKILL AND ABILITIES REQUIRED:**

- Ability to coordinate community outreach programs.
- Ability to facilitate partnerships between community groups and the City.
- Ability to work with a multi-cultural community.
- Ability to foster leadership development skills in the community.
- Ability to make public presentations.
- Ability to facilitate meetings.
- Ability to exercise independent judgment.
- Oral communication skills.
- Written communication skills.
- Organizational skills.
- Leadership skills.
- Interpersonal skills.
- Basic knowledge of computers.
- Word processing and spreadsheet software skills.
- Internet research skills.
- Ability to move and transfer objects weighing up to 50 lbs

**THE SALARY RANGE (004) IS:** \$41,604 - \$58,245 annually.